

STATE OF ALABAMA

Information Technology Policy

Policy 620-02: Access Termination

OBJECTIVE:

Disable or deny user access to systems and network resources when no longer required.

SCOPE:

This policy applies to all users (State of Alabama employees, contractors, vendors, and business partners) of any State-managed information system resources.

RESPONSIBILITIES:

Managers shall:

- Notify applicable System Administrator(s) in writing within 48 hours of an employee termination, start of long-term (greater than 30 days) leave, or a contract person completing their assignment. If termination is for cause, notification shall be made immediately upon or prior to termination action.
- Advise administrators of actions regarding disposition of user files and email accounts.

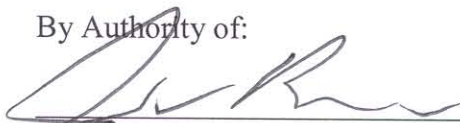
System Administrators shall:

- Disable access to networks, application systems, and data when advised by management
- Network access shall be disabled immediately when a user is terminated for cause
- User accounts inactive for more than 30 days shall be disabled
- Unless instructed otherwise, delete inactive or disabled accounts after 60 days inactivity
- Periodically review user accounts to ensure compliance with this policy

ENFORCEMENT:

Refer to Information Technology Policy 600-00: Information Security.

By Authority of:



Chief Information Officer

3/9/06

Date

Policy History

Version	Release Date	Comments
Original	3/9/2006	